LORE USER GUIDE - MEDIA EQUIPMENT CENTRE

To create a booking - “Select the Booking Owner”

Assuming you are already logged into the system.

1. Click on the “create booking” tab at the top of the window and then select “Media Equipment Centre” from the wizard choices
2. Here you will need to select the booking owner.
   - Using “find existing user” is the fastest method, assuming the user has already used the system before, Scan the Users ID Card or type in the First Name, Last Name, or Campus Username.
   - Using “Lookup Campus AD” is for users new and have never logged in to the system before.
3. Select the items the user wants to reserve then click ‘Next’ on the right hand side of the window.
   - Items which are greyed out are available to collect in-store but not available to be reserved. - In exceptions, click “Override booking rules, open hours and permissions” and select items not usually available for booking.
4. Select a start date and time from right hand side of the window. Enter a new end date and time and then click ‘Update’.
5. The user must verbally agree to the Loan Procedures. These will also be sent to the user within the notification emails.
6. Back Office Notes are for the individual reference booking purpose. This section can help by identifying known faults with equipment prior to the loan, relieving the user from possible penalties on return of the items.
7. Verify and review your booking details for the correct dates, times, and items and then click ‘Submit’.

Check out is now complete and user if free to leave.

LORE USER GUIDE - MEDIA EQUIPMENT CENTRE

To create a booking - "Immediate Check Out"

Assuming you are already logged into the system.

1. Click on the "create booking" tab at the top of the window and then select "Immediate Check Out" from the wizard choices
2. Here you will need to select the booking owner.
   - Using "find existing user" is the fastest method, assuming the user has already used the system before, Scan the Users ID Card or type in the First Name, Last Name, or Campus Username.
   - Using "Lookup Campus AD" is for users new and have never logged in to the system before.
3. Grab the selected items requested by the user and ~~scan the item barcode or~~ type in the item barcode or name in the field to the right hand side.
4. The start time will be selected by default and cannot be changed. Enter the end date and time given by the user and click next.
5. Back Office Notes are for the individual reference booking purpose. This section can help by identifying known faults with equipment prior to the loan, relieving the user from possible penalties on return of the items.
6. Allow the user to Verify and review the booking details for the correct dates, times, and items and then click 'Complete'.

Check out is now complete and user if free to leave.

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To find a booking

Assuming you are already logged into the system.

1. Click on the "find booking" tab at the top of the window.
2. Click on the Ref No (starting GOLD) of the booking to open more details.
    - References marked with a Green tick are bookings due for check out or have not yet started. References marked with a Grey tick are past bookings that have been checked in, cancelled by the user or automatically cancelled for being overdue for the collection period.

To edit a booking

1. Click 'Edit booking' on the right hand side of the window
2. The Select Resource page will open.
    - To Add an item, search within the Select Resource page and click Add.
    - To Remove an item, scroll to the bottom of the Select Resource page and click Remove.
3. Once you have amended the choice of items, click 'Next' on the right hand side of the window
4. The Select Time window and Calendar will appear for the new items you have selected. Select a new Date and Time and click Next.
    - The Select Time window is ONLY for items newly added to the booking. Click on the Pencil icon on the right hand side under the Select Date and Time option to choose a new time and date for previous items.
    - Select the Green UP Arrow on the item name on the right hand side to change the booking time of all items simultaneously. Selecting a Start and End Date and Time will now effect every item at once.
    - Read through the Loan Procedures and click Next then Verify the booking details and click Submit.

To delete a booking

1. Click 'Delete booking' on the right hand side of the window and click confirm.